

Conditions for granting the right to off-site loan service and the authorization of the user of the Scholars' Reading Room

Annex No. 6 to the Library Rules of the National Library of the Czech Republic

Conditions for granting the right to off-site loan service

I. Citizens of the Czech Republic

1. The right to borrow documents from the NL CR's collections off-site will be granted to citizens of the Czech Republic over the age of 18 who present a valid ID card with a permanent address in the Czech Republic (hereinafter referred to as "**CR**").
2. If a citizen of the CR does not have a permanent address in the CR, the procedure is the same as for citizens of EU Member States (see below under II.).

II. Citizens of EU Member States, Switzerland, Norway, Iceland and Liechtenstein

1. The right to borrow documents from the NL CR's collections off-site will be granted to citizens of EU Member States, Switzerland, Norway, Iceland and Liechtenstein over 18 years of age who prove their residence in the CR.
2. Citizens of the countries listed in the previous paragraph may prove their residence in the CR by presenting one of the following documents:
 - a. registration with the Police of the CR - Foreign Police Agenda, i.e. the passport contains a stamp with the address;
 - b. a certificate of temporary residence issued by the Ministry of the Interior (EU citizens are not obliged to apply for this certificate) or an extract from the Population Register; if the certificate does not include an address in the CR, it can be supported by the documents listed in clauses c) and d) below;
 - c. a valid and effective contract establishing a legal title to the use of the living space, i.e. a lease or sublease agreement for a house or apartment, a contract for accommodation in a university dormitory;
 - d. proof of an employment relationship in the CR, i.e. employment contract or appointment pursuant to Section 33(3) of Act No. 262/2006 Coll., the Labour Code, as amended, agreement on work activity or work performance.
3. In addition to the person's name, the document proving the person's residence in the CR must also include his or her address in the CR. This will then be listed as the contact address of the registered user in the CR during registration.
4. If the document according to paragraph 1) of this Article is issued for a fixed period, it must be valid for at least one (1) month from the date of registration, i.e. for the duration of the basic loan period for off-site loans.
5. Depending on the validity of the proof of establishment, the period of time for which the registered user will be granted the right to borrow off-site will be adjusted accordingly:
 - a. The validity of the document proving residence in the CR is longer than 1 year → the validity of the reader card including the authorization for off-site loans will be 1 year.
 - b. The validity of the document proving residence in the CR is not specified → the validity of the reader card including the authorization for off-site loans will be 1 year.
 - c. The validity of the document proving establishment in the CR is less than 1 year → The registered user pays the registration fee for the entire registration period (=365 days). If the registered user later provides proof of residence in the CR with a longer validity period, his/her authorization for off-site borrowing will be extended accordingly within the registration period. If he/she does not present a new proof of establishment, he/she

may use the services of the NL CR, except for off-site loans, until the end of the validity period of his/her library card. The authorization to borrow off-site will then expire.

III. Citizens of third countries (outside the CR and the EU, Switzerland, Norway, Iceland and Liechtenstein)

1. The right to borrow documents from the NL CR's collections off-site will be granted to citizens of third countries over 18 years of age who provide proof of:
 - a. permanent residence in the CR;
 - b. long-term residence in the territory of the CR, or a certificate of temporary residence (off-site loans are granted only from a selected part of the NL CR's collection designated for off-site loan services)
2. In addition to the person's name, the document must also contain the person's address in the CR. This will then be listed as the contact address of the registered user in the CR during registration.
3. If the document according to paragraph 2) of this Article is issued for a fixed period, it must be valid for at least one (1) month from the date of registration, i.e. for the duration of the basic loan period for off-site loans.
4. Depending on the validity of the submitted document, the period of time for which the registered user will be granted the right to borrow off-site will be adjusted accordingly:
 - a. The validity of the presented document is longer than 1 year → the validity of the reader card including the authorization for off-site loans will be 1 year.
 - b. The validity of the presented document is not specified → the validity of the readercard including the authorization for off-site loans will be 1 year.
 - c. The validity of the submitted document is less than 1 year → The registered user pays the registration fee for the entire registration period (=365 days). The authorization for off-site loans is granted according to the validity date of the submitted document. If the registered user later presents a document with a longer validity period, his/her authorisation for off-site borrowing will be extended accordingly within the registration period. If he/she does not present a new document, he/she may use the services of the NL CR except for off-site loans until the end of the validity period of his/her reader card. The authorization to borrow off-site will thus expire.

Conditions for becoming a user of the Scholars' Reading Room

The purpose of the Scholars' Reading Room is to create an environment for long-term, intensive scientific or professional work of users.

1. Authorized users of the Scholars' Reading Room include:
 - a. holders of doctoral academic degrees (including similar degrees awarded in the past),
 - b. holders of scientific, pedagogical or artistic teaching degrees (including similar degrees awarded in the past),
 - c. scientists of the Czech Academy of Sciences and similar foreign institutions
 - d. management and scientific staff of national professional and cultural institutions (e.g. the National Gallery, the National Museum etc.),
 - e. senior editorial staff (editors of professional periodicals, editors-in-chief and senior editors of daily newspapers, if they publish professionally),
 - f. for members of foreign corporations, these provisions shall apply mutatis mutandis.
2. Other users, if they wish to become authorized users of the Scholars' Reading Room, should contact the management of the Reading Room Department. At the meeting, it is desirable to provide evidence of repeated professional publishing activity, or a corresponding recommendation from the head of one of the above-mentioned departments.

3. Postgraduate students and PhD students are in principle recommended to use the services of the Social and Natural Sciences Reading Room.
4. The amount of the registration fee for authorized users of the Scholars' Reading Room is set out in the Price List, Appendix No. 7 to the Library Rules.